

Town of Lamoine – Administration Budget

The proposed 2008/09 budget is laid out a bit differently than in past years, and I hope it's in a more meaningful format. The budget shows the approved budget for the past fiscal year, what we actually spent, what was remaining, the approved budget for the current fiscal year, and what we've spent thus far. The proposed budget is then shown, followed by the increase from the approved budget from the current fiscal year, and the percentage of increase/decrease. The final column may help provide a little perspective. This is a 5-year average of what was actually spent from the fiscal years ending from 2003 to 2007. Let me know how you like it.

Salaries

Selectmen – No change is proposed in the annual pay for the Board of Selectmen. You will notice the 5-year average is lower than the usual. The reason for this is the one year the Selectmen and town meeting approved a reduction to \$100 to avoid an LD-1 increase.

Administrative Assistant – Included is a memo in regard to the inflation rate. The chosen rate by the Budget Committee is 2.72%. All salaries are being now presented with this rate of increase. Below is data compiled from the Maine Municipal Association Salary Survey showing how I am paid in comparison with other towns of similar size in Maine, and the Hancock County towns surveyed.

Administrative Asst Salary Comparison

2007

Town	County	Population	Salary	Add'l Jobs
East Millinocket	Penobscot	1763	\$47,325.00	GA
West Paris	Oxford	1761	\$43,000.00	Tax Col'r, Treas., Clerk, Rd Cmsr, GA
Buckfield	Oxford	1751	\$44,135.00	Rd Cmsr, GA, CEO, Health
Otisfield	Oxford	1716	\$30,992.00	Bookkeeper, GA, Eln Clerk
Dresden	Lincoln	1710	\$32,760.00	part time, Assessor, GS, Dep Tax Col'r, Dep Treasurer
Greenville	Piscataquis	1672	\$56,822.00	Tax Col'r, Treas., Rd Cmsr
Tremont	Hancock	1578	\$40,241.00	Tax Col'r, Treas., Rd.Cmsr., GA
Lamoine	Hancock	1568	\$42,550.00	Dep Clerk, GA, Dep Tax Col'r, Treas, Dep Registrar
Stockton Springs	Waldo	1556	\$44,558.17	Tax Col'r, Treas., Rd. Cmsr., GA
Guilford	Piscataquis	1540	\$49,300.00	Tax Col'r, GA, Dep. Treasurer
Sebago	Cumberland	1529	\$50,000.00	Treas.
Newburgh	Penobscot	1493	\$35,000.00	Tax Col'r, Treas., Clerk, GA

Dedham	Hancock	1484	\$39,800.00	Treas., GA, Dep Tax Col'r, Dep, Excise Tax,
Mars Hill	Aroostook	1480	\$44,700.00	Tax Col'r, Treas, Clerk, GA, Health
Hudson	Penobscot	1460	\$37,423.00	Finance, Tax Col'r, Treas., MIS, Sec'y

Average 1,604 \$42,573.74

Hancock County				Experience	
Ellsworth	Hancock	6877	\$85,475.00		3
Bar Harbor	Hancock	5045	\$95,039.00		15+
Bucksport	Hancock	4959	\$77,845.00	Tax Col'r, Treas., GA	15+
Hancock	Hancock	2340	\$37,564.80	Tax Col'r, Treas., Deputy Clerk	8
Mount Desert	Hancock	2184	\$74,948.00	Rd. Cmrs., GA, Health	5
SW Harbor	Hancock	2001	\$65,000.00		15
Tremont	Hancock	1578	\$40,241.00	Tax Col'r, Treas., Rd.Cmsr., GA	3
Lamoine	Hancock	1568	\$42,550.00	Dep Clerk, GA, Dep Tax Col'r, Treas, Dep Registrar	14
Dedham	Hancock	1484	\$39,800.00	Treas., GA, Dep Tax Col'r, Dep, Excise Tax,	<1
Trenton	Hancock	1419	\$25,000.00	Tax Col'r, Treasurer, Clerk, GA, Excise Tax	25+
Franklin	Hancock	1405	\$18,720.00	Part Time	<1
Surry	Hancock	1395	\$42,120.00	Tax Col'r., Treas., Clerk, GA, Registrar	2
Castine	Hancock	1366	\$64,300.00	Tax Col'r, Treas., Clerk, Rd. Cmsr, Excise, Bkkeepr	4
Sedgwick	Hancock	1119	\$21,840.00	Part Time	?
Winter Harbor	Hancock	969	\$36,350.00	Tax Col'r, Treasurer, Clerk, GA, Excise Tax, Finance, Rd Cmsr, Personnel	7

Average 2381 \$51,119.52

The experience column is only in Hancock County and shows what I believe to be the years of experience in that community by that administrator. I'll leave it up to you to determine whether the salary being offered is a competitive wage.

Benefits – The contract for my salary includes reimbursement to me for health insurance that we are charged through my wife's check. I am taxed on this payment (as her's is a pre-tax benefit), and it has been averaging about \$240/bi-weekly this year. No increase is budgeted from the actual cost this year, though I'm sure the premium for our coverage will likely go up. The amount budgeted represents a 12.61% increase from the current fiscal year.

Clerk/Tax Collector – Jennifer is currently paid \$11/hour as Clerk/Tax Collector and Registrar of Voters. She is part time, and I calculated the number of hours she will work during FY 2008/09 as follows:

Day/Item	Hours	Times /Year	Total Hours/Year
Wednesdays	7	52	364
Thursdays	8	52	416
Fridays	8	52	416
Saturdays	4	12	48
Elections/Town Mtg.	16	5	80
Classes	4	8	32
State Reports	1	24	24
Total			1,380

A 2.72% increase would put her at \$11.30/hour. With that number of hours, her salary would be \$15,594, rounded up to \$15,600 in the budget. The reason for the slight increase in the number of hours are the additional elections and town meetings required for the school budget adoption process – adding 32 more hours to her time.

Assistant Clerk/Assistant Tax Collector – Kathy is also paid \$11/hour. She is also part time and I do not anticipate any change in the number of hours that she will work in the coming fiscal year. The hours are calculated as follows:

Day/Item	Hours	Times /Year	Total Hours/Year
Mondays	7	52	364
Tuesdays	7	52	364
Saturdays	4	12	48
Elections/Town Mtg.	16	3	48
Classes	8	3	24
Total			848

At the same \$11.30/hour, her cost would be \$9,582, rounded up to \$9,600.

You will note that we've spent less than budget in the previous year on this position. Jennifer was on maternity leave for a good part of the winter, and I filled in a number of those hours. Kathy took some vacation time for which she is not compensated, and I also filled in those hours. Vacation time is not built into either calculation.

MMA's Salary Survey calculated the average hourly rate for these positions. In the population category we fit into (1,000 to 1,999), the hourly rate is as follows:

Position	Avg Hourly Rate
Clerk	\$13.13
Deputy Clerk	\$10.91
Election Clerk	\$7.86

Tax Collector	\$16.24
Deputy Tax Collector	\$10.28
Excise Tax Collector	\$13.06
Deputy Treasurer	\$13.96

Again, I'll leave it to you to decide whether we're competitive.

Assessors – No change is proposed to the Assessor's pay – that is an elected position.

Health Officer – We are mandated to pay at least \$100/year, and that's the amount we've paid for years.

Registrar of Voters – Where this position has been molded into the Clerk's position, this separate line is eliminated.

Election Workers – Because of the school budget process and an unknown number of special town meetings, not to mention a presidential election in FY 08/09, the budget for this is up sharply. I have proposed \$9/hour again for election workers (that's what we're paying now). We went over budget for FY 06/07 because there was a special election in June that had not been anticipated.

Here's how I figured the potential cost for 08/09:

<i>Election</i>	<i>Cost</i>
Presidential 11/08	\$432
Town Election/Open 4/09	\$342
RSU Open & Validation	\$312
2 nd School Budget if needed	\$312
Special Town Meetings (2)	\$504
Total	1,902

The total represents a 46% increase. Thank Governor Baldacci the next time you see him.

Total Salaries – The total increase for salaries is proposed to be \$4,144 or 5.71%.

ADMINISTRATIVE EXPENSES

Electricity – The cost for electricity has been running between \$184 and \$225 per month, winter months higher, naturally. At a rate of \$220 per month (don't know if any increases are coming), that works out to \$2,640, rounded up to \$2,650.

Machine Maintenance – This might increase a bit given the number of ballots and school materials we'll have to photocopy thanks to the school budget process.

I've actually proposed to keep the budget at \$1,100, which is slightly below the 5-year average.

Travel/Education – The biggest cost of this is mileage. The town policy has been keeping somewhat of a pace with the cost of gasoline with a hybrid of the IRS and State rates. We have averaged \$3,136/year, it was \$3,208 for FY 07. The FY 08 budget figure is \$3,400. No change is proposed for FY 09.

Postage- I'm not sure what the post office plans for increases. Between the postage increase to .41 and an increased number of tax bills being generated, postage costs have been up. We are averaging \$1,682/year. The budget is proposed to rise to \$1,650.

Office Supplies – The actual amount spent in FY 07 is \$2,576. The average has been \$2,182. The proposed budget is \$2,600 based on the FY 07 expenditures.

Advertising – There is a wide fluctuation on this line, mainly depending on the amount of public hearings needed, but most importantly on help wanted ads if we need to replace an employee. No change is proposed from previous years.

Telephone- The reason for the increase in this line is for the town office cell phone that I generally carry with me. That has gone from about \$15/month to \$30/month. The land-line costs about \$55/month. This adds up to \$1,020/year.

Lien Costs- This cost is offset by revenues paid by those upon whom the lien is placed. The \$2,000 figure is based on the actual cost in FY 07

Lien Costs – Wages – This too is reimbursed by the person liened, but is broken out so that the FICA can be figured on this. The proposed figure is unchanged.

Heating Oil – Oh for a crystal ball! We use between 750 and 1,000 gallons at the town office each year. At \$3.00/gallon (and that's the crystal ball part), this would be \$3,000 for 1,000 gallons. We are locked in this year at \$2.69 I believe. I hope it's a warm winter – we budget \$2.40.

Dues/Memberships – This pays for membership in the Maine Municipal Association and the MDI League of Towns. This has averaged a little over \$2,300. The MDI League dues won't likely change. Not sure on MMA. No change is proposed.

Banking Costs – We are charged a per item fee by our bank on the checking account of between \$2 and \$5 per moth. No change from the \$50 is proposed.

Tax Maps – This cost has averaged \$1,269 per year. Lately it's been running us \$1,700, and that's what is proposed.

Books & Publications – This is for the Maine Townsman (beyond what is included in our MMA dues), and most importantly for the excise tax books. No other

subscriptions are included. A \$50 reduction is proposed based on the 5-year average.

Records Preservation – No change is proposed though we've spent a lot more on this each year because we've been doing some extra each year thanks to lower than expected expenditures. No change is proposed for the coming year.

Legal Fees – No change is proposed. We've not had to utilize the town attorney very often.

Other Election Costs – This generally covers keeping the election works fed on election day and any other minor costs. Given the likelihood of extra election days, this line is being increased by \$50.

Audit- This is the contract price from Jim Wadman's office.

Assessing- Appraisal – As the chair of the Board of Assessors mentioned, there may be a change coming in appraisal, possibly bidding for other services. We don't have much to go on at this point. The average has been \$3,699. We've been spending more recently (and getting less quality, but that's for the assessors to handle). The \$5,300 figure is unchanged from the current fiscal year.

Assessing Quarter Review – The Board says it will be doing this themselves and not hiring out the work, so nothing is budgeted.

Town Report/Meeting – No change is proposed, but I could be persuaded to increase this depending on how many school budget meetings are needed and what we'll be required to pay for a moderator.

Flag Program – No change is proposed. This will replace about 4-flags. Combined with the donations over the past year, we have been able to put out 48-flags. I think we lost 3 this year.

Tax Bills – Nothing is budgeted for this line. We do them completely in house.

Newsletter – This is the printing cost at the Ellsworth American. Not sure if and when they'll increase the cost, but this is the cost of 4-editions presently.

Sales Tax – This is the tax on sales of photocopies at the town office. No change is proposed.

Total Expenses – This is up mainly due to heating fuel, electricity, and office supplies.

General Assistance – We chopped this drastically in FY 2006 and kept it at \$500. We had a couple of longer term, big cases in FY 07 and I've had a couple this year already and the proposed budget is up \$2,000.

Insurances

FICA and Medicare-Town Share – This is not the final number, all the salaries have to be added in for this. This is a formula based on the federal contribution rate and will be set after all the salary lines are figured in.

Property & Casualty – I'm figuring for a slightly larger increase because we'll be adding the salt/sand shed to the list of covered properties. Total property & casualty insurance is up \$700.

Public Officials Liability – Based on the current year actual, no change is needed at this time.

Workers Comp- This is often difficult to figure because we often get rebates from MMA on this depending on the overall fund's performance. The \$2,000 figure comes from the 5-year average plus \$226.

Volunteer Coverage – No change is proposed – remains at \$425.00

Unemployment – This is the same as workers' comp. If you took the rate right now (before rebate) this would be about \$1,100. The 5-year average has been \$155, so \$200 should do it.

Deductible Fund – Because our deductible increased to \$2,500, and the idea was to have 3-claims worth in the fund, we added \$1,000 last year, and I propose another \$1,000 this year. That will bring the fund up to about \$6,200. Another year of that and we should be at the desired goal.

Total Insurance – The bottom line here shows about a 9% decrease from the current approved budget. Remember, the FICA and Medicare lines will be adjusted when all salaries are added in.

Equipment

Hardware-Software – No change proposed to this. The computers are working pretty well. We should update the accounting software in FY 09.

Other – The staff and Selectmen are talking about installation of a real telephone system. A preliminary guess is this might cost about \$1,500.

Maintenance

Furnace – This will cover the annual maintenance contract from Ray Plumbing. No change from current year.

Lighting – No change from current year and this matches the 5-year average.

General Maintenance – This is proposed to drop by \$100. The line is quite a bit lower than the 5-year average. The handicapped accessibility projects were run through this account.

Grounds – The \$900 figure is based on the actual cost for FY 07 plus \$116 to anticipate increased mowing costs due to the price of gasoline.

Keys & Locks – The increase is for anticipated re-keying and a new combination on the vault. It'll be time.

Other – Nothing is budgeted

Plumbing- Nothing is budgeted.

Total Maintenance – Up \$200 or 5.8%

Total Admin Budget – This is up about \$8,600 or 5.95%. Much of the increase can be attributed to inflation and the expected cost increases due to the change in the school budget process and the increase in energy costs. The increase will rise as more items are added for FICA/Medicare calculation, though the bulk of the salaries are already in here.

Respectfully submitted,

Stu Marckoon, Adm. Asst.